

Appendix R-1: Project Checklist Acquisition

Fee Simple Acquisitions Require the Following:

NOTE: Items marked "please provide ahead of time" should be provided to RCO at least two months before you close on the acquisition.

Please refer to the RCO [Manual 3, Acquisition Projects](#), December 2010 for all requirements and procedures on acquisition projects. This checklist is meant as a tool to help sponsors manage their deliverables to RCO once their projects are funded. Additional requirements may apply to your acquisition project.

- ☐ **Preliminary title report.** **The preliminary title report is due before the project is under agreement** with special note of any liens or mortgages requiring subordination or other encumbrances that will be cleared at closing. The appraiser should have received this before his/her valuation.
- ☐ **Annual billing** to RCO at a minimum (refer to project milestones to see if more frequent reports are required for your project).
- ☐ **Progress reports to RCO twice a year.** Progress reports can be entered directly into PRISM and are reviewed and accepted by the grants manager.
- ☐ **Notice of voluntary transaction.** In writing, inform the landowner that the transaction is voluntary. See [Manual 3, Acquisition Projects](#) for template.
- ☐ **Appraisal** ([Manual 3, Acquisition Projects](#)). **Please provide the appraisal ahead of time for review** so RCO can ensure it meets the requirements of *Manual 3, Acquisition Projects* and address any issues early on. The appraiser must be given a copy of RCO's Manual 3 and the preliminary title insurance before his/her valuation. Be sure the appraisal is done by a qualified appraiser, uses the correct reporting format, has not expired before purchase or signing of the purchase and sale agreement, follows state or federal guidelines as required (depending on

your funding source), and its legal description is correct and consistent among documents.

- ☐ **Appraisal review** ([Manual 3, Acquisition Projects](#)). **Please provide the appraisal review ahead of time for review** so RCO can ensure it meets the requirements of *Manual 3, Acquisition Projects* and address any issues early on. The review appraiser must be given a copy of RCO's Manual 3 before starting work. Be sure the appraiser follows the requirements of Manual 3 and that the appraiser is qualified.
- ☐ **Notice of Just Compensation.** Present the landowner with notice of appraised market value of property. Include offer of eligible tenant relocation, if applicable to project. See [Manual 3, Acquisition Projects](#) for template.
- ☐ **Relocation plan** if applicable to the project. See [Manual 3, Acquisition Projects](#) for relocation requirements.
- ☐ **Recorded survey.** If a survey was paid for with RCO funds and the property was successfully acquired, submit a recorded copy of the survey.
- ☐ **Deed.** The deed is recorded at closing. Provide draft for review before closing and a copy of the recorded document to RCO after closing.
- ☐ **Deed of Right.** RCO will draft and provide to project sponsor for recording. RCO will provide a copy to the project sponsor once it receives the original recorded document.
- ☐ **Boundary map** showing limits of the land purchase is required with the Deed of Right.
- ☐ **Hazardous substances certification** ([Manual 3, Acquisition Projects](#)) and supporting information.
- ☐ **Final title insurance** showing sponsor as legal owner is due promptly after closing on the acquisition.
- ☐ **Stewardship plan.** Submit a stewardship plan to RCO before closing the project. (See *Manual 18, Salmon Recovery Grants*, Appendix M-1 and M-2 for templates.)
- ☐ **Demolition of structures** on property must be complete, if applicable, before closing the grant. Any demolition or ground-disturbing restoration must go through cultural resources (Executive Order 05-05) review before initiating work.
- ☐ **Sign.** Install funding acknowledgement sign.

- ☐ **Complete any noxious weed control or fencing**, if applicable. Any ground-disturbing fencing or restoration must go through cultural resources (Executive Order 05-05) review before initiating work.
- ☐ **Acquisition final report enter into PRISM.** A final report must be submitted in PRISM before closing the project. Project metrics are verified by the sponsor and reviewed by the grants manager in the Final Report tab in PRISM.
- ☐ **Final reimbursement request.** Sponsor must submit final billing to RCO within 90 days of project complete milestone date.

Easements Require the Following:

NOTE: Items marked "please provide ahead of time" should be provided to RCO at least two months before you close on the easement.

Please refer to RCO [Manual 3, Acquisition Projects](#), December 2010 for all requirements and procedures on acquisition projects. This checklist is meant as a tool to help sponsors manage their deliverables to RCO. Additional requirements may apply to your acquisition project. See [Manual 3, Acquisition Projects](#).

- ☐ **Preliminary title report.** **The preliminary title report is due before the project is under agreement** with special note of any liens or mortgages requiring subordination or other encumbrances that will be cleared at closing. The appraiser should have received this before his/her valuation.
- ☐ **Annual billing** to RCO at a minimum (refer to project milestones to see if more frequent reports are required for your project).
- ☐ **Progress reports to RCO twice a year.** Progress reports can be entered directly into PRISM and are reviewed and accepted by the grants manager.
- ☐ **Conservation easement.** ([Manual 3, Acquisition Projects](#), Appendix H) **Please provide draft ahead of time for review (including all exhibits).** This document must contain all required elements in RCO [Manual 3, Acquisition Projects](#). Providing early drafts for review will help RCO identify problems early on – there is no need to wait until you have what you consider to be a final draft. Be sure to tell the landowner that the easement cannot be finalized until it has undergone RCO review. Provide a copy of the recorded easement to RCO promptly after it is recorded.
- ☐ **Baseline documentation and narrative** ([Manual 3, Acquisition Projects](#)). The baseline documentation must be referenced in the easement or be an exhibit in the easement. RCO recommends following the Land Trust Alliance standards for

developing baseline documentation. Baseline inventories must be signed by the landowner and easement holder at acquisition closing.

- ☐ **Boundary map** showing limits of the easement purchase must be included in easement and baseline documentation.
- ☐ **Notice of voluntary transaction.** In writing, inform the landowner that the transaction is voluntary. See [Manual 3, Acquisition Projects](#) for template.
- ☐ **Appraisal** ([Manual 3, Acquisition Projects](#)). **Please provide the appraisal ahead of time for review** so RCO can ensure it meets the requirements of Manual 3 and address any issues early on. The appraiser must be given a copy of RCO Manual 3 and the preliminary title insurance before his/her valuation. Be sure the appraisal is done by a qualified appraiser, uses the correct reporting format, has not expired before purchase or signing of the purchase and sale agreement, follows state or federal guidelines as required (depending on your funding source), and its legal description is correct and consistent among documents.,
- ☐ **Appraisal review** ([Manual 3, Acquisition Projects](#)). **Please provide this ahead of time for review** so RCO can ensure it meets the requirements of Manual 3 and address any issues early on. The review appraiser must be given a copy of RCO Manual 3 before starting work. Be sure the appraiser follows the requirements of Manual 3 and that the appraiser is qualified.
- ☐ **Notice of Just Compensation.** Present the landowner with notice of the appraised market value of the property. Include offer of eligible tenant relocation, if applicable to project. See [Manual 3, Acquisition Projects](#) for template.
- ☐ **Relocation plan** if applicable to the project. See [Manual 3, Acquisition Projects](#) for relocation requirements.
- ☐ **Recorded survey.** If a survey was paid for with RCO funds and the property was successfully acquired, submit a recorded copy of the survey.
- ☐ **Assignment of rights** ([Manual 3, Acquisition Projects](#)). The assignment of rights is between the sponsor and RCO, not the landowner. However, because it assigns certain rights to the state, the landowner needs to be fully aware of its contents and it is required to be an exhibit of the easement (in its unsigned form). RCO will draft and provide to the project sponsor for recording. RCO will provide a copy to the project sponsor once it receives the original recorded document.
- ☐ **Hazardous substances certification** ([Manual 3, Acquisition Projects](#)) and supporting information.
- ☐ **Mortgage/lien subordination.** Existing mortgages and liens on the subject property must either be made subordinate to the easement or paid off before or

in conjunction with closing of the acquisition. The landowner should secure the lender's commitment to subordinate before closing on the acquisition, although the subordination form will not likely be signed until after the acquisition closes. If the landowner will fully pay off the mortgage or lien in conjunction with closing on the acquisition, that commitment should be documented in a signed purchase and sale agreement.

- ☐ **Final title insurance** showing sponsor as legal owner is due promptly after closing on the acquisition.
- ☐ **Stewardship plan.** Submit a stewardship plan to RCO before closing the project. See *Manual 18, Salmon Recovery Grants*, Appendix M-1 for template.
- ☐ **Demolition of structures** on property must be complete, if applicable, before closing of the grant. Any demolition or ground-disturbing restoration must go through cultural resources (Executive Order 05-05) review before initiating work.
- ☐ **Complete any noxious weed control or fencing**, if applicable. Any ground-disturbing fencing or restoration must go through cultural resources (Executive Order 05-05) review before initiating work.
- ☐ **Acquisition final report.** Enter into PRISM. A final report must be submitted in PRISM before closing the project. Project metrics are verified by the sponsor and reviewed by the grants manager in the Final Report tab in PRISM.
- ☐ **Final reimbursement request.** Sponsor must submit final billing to RCO within 90 days of project complete milestone date.